

PROGRAM: WIC

DATE: October 1, 1992

SUBJECT: MOBILE UNITS

POLICY NO.: FD: 13.1

REF.: FED. REG., 7 CFR PART 246.12

### POLICY

A vendor authorized for a mobile unit will deliver the WIC foods to food voucher recipients at designated locations within the jurisdiction of the Local Agency (LA) that has performed a documented vendor evaluation and recommended approval to the State Agency (SA).

### PURPOSE

To define the parameters with which a mobile unit WIC vendor must conduct WIC transactions.

### PROCEDURE

- I. A mobile unit vendor's WIC authorization/reauthorization will be in accordance with WIC Policy FD: 10.1 and as specified in this policy.
- II. A mobile unit WIC vendor will only redeem WIC food vouchers at designated locations within the jurisdiction of a LA that has conducted an evaluation of the vendor, recommended the vendor's approval and the SA has approved the vendor's authorization at the designated locations within the LA's area. The list of locations, days and hours of operation must be approved in writing by the LA director and on file at the SA.
- III. A mobile unit WIC vendor must submit a written request for LA and SA approval to add any location. A mobile unit WIC vendor must notify the LA and SA of any locations deleted within 15 days of the deletion effective date.
- IV. The mobile unit WIC vendor may elect not to stock infant formula with SA approval.
- V. The prices for all WIC food items must be prominently displayed to the WIC recipient.
- VI. A mobile unit WIC vendor must provide the quantity and food called for on a WIC food voucher at one time. RAIN CHECKS AND IOU'S ARE NOT ALLOWED.
- VII. The price of the redeemed food is to be written on the WIC food voucher at the time of sale.
- VIII. Mobile unit WIC vendors must maintain purchase invoices detailing the list of WIC items purchased from their suppliers. An acceptable purchase invoice must reflect the name and address of the wholesaler or supplier, date of the purchase, list of the items purchased, size, stock number, quantity, unit price, and dollar extension for the quantity purchased.

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Retail cash tickets must include all of the above and also be signed by the supplier's manager or

authorized agent. Another acceptable invoice record is the monthly movement report supplied by most wholesalers to customers which lists the time frame, items purchased, container size, stock number, and quantity. Certified affidavits and/or Statements of Facts will not be accepted for proof of inventory.

- IX. Previous noncompliance with WIC Program procedures, policies, and regulations will be considered before recontracting with the vendor and may be used as criteria in determining whether the vendor is eligible to recontract.